

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 11 22 16
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schlebborn / MHS Speech & Debate
DATE OF FIELD TRIP: Jan 5 2017 DATE OF RETURN: Jan 8 2017
TIME OF DEPARTURE: 6 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day 6 TIME OF RETURN: 6 PM
DESTINATION (include address): ASU Tempe Arizona 85281
DISTANCE FROM SCHOOL SITE (one way): 727 miles
TOTAL NUMBER OF PARTICIPANTS: 7 NUMBER OF STUDENTS: 6 NUMBER OF ADULTS: 1
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Graduate Tempe 225 East Apache Tempe AZ 85281
MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking
IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____
BUS INSURANCE VERIFIED BY ACCOUNT TECH III _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Charles Schlebborn OP81 on file
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.
Check box and initial after verification: _____ (Principal's initial) JT (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Arizona State University Debate
Tournament

COST ANALYSIS: Transportation Cost: \$ 1400 Other Fees: \$ 1350 Hotel 300 sub Total Cost: \$ 2050
230.490

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
<u>Sub</u>	<u>010</u>	<u>0000</u>	<u>0</u>	<u>1151</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>093400</u>		<u>0000</u>

REQUISITION # _____ (attached) or other explanation of how fees will be paid: ASB 230.490/parents (No ASB, PTA, students)
REQUESTOR'S SIGNATURE: _____
PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:
★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____
Assistant Superintendent, Business Services signature (or designee): _____
★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.
() Board Approved () Board Denied Superintendent Signature (or designee) _____

SHIPPED NOV 29 2016

JT/11-02
OP-40

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High, Russell Rancho DATE REQUEST SUBMITTED: 10-19-16
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Science Olympiad
DATE OF FIELD TRIP: 1/7/16 SATURDAY DATE OF RETURN: 1/7/16 -
TIME OF DEPARTURE: 5am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 10pm -
DESTINATION (include address): Mira Loma HS.
DISTANCE FROM SCHOOL SITE (one way): 118 miles
TOTAL NUMBER OF PARTICIPANTS: 56 NUMBER OF STUDENTS: 45 NUMBER OF ADULTS: 9
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking
IF USING A CHARTERED BUS, IDENTIFY COMPANY: San Jose Charter
BUS INSURANCE VERIFIED BY ACCOUNT TECH III JT (initial) Ins. Exp 06/16/17

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.
Check box and initial after verification: _____ (Principal's initial) _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Mira Loma Invitational Science Olympiad Competition

COST ANALYSIS: Transportation Cost: \$ 2,118.29 Other Fees: \$ 450 - Total Cost: \$ 2,568.29

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
		<u>0000</u>	<u>0</u>	<u>5807</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>010504</u>	<u>041</u>	<u>0000</u>

REQUISITION # 187258 (attached) or other explanation of how fees will be paid: Donations (i.e. ASB, PTA, students)
REQUESTOR'S SIGNATURE: Letta Meyer X-4060
PRINCIPAL'S SIGNATURE: Damon James Russell MS Casey McMurry Rancho MS Principal Phil Morales, MHS
() Approved () Not approved

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.
() Board Approved () Board Denied Superintendent Signature (or designee) _____

SHIPP'D OCT 31 2016

MILPITAS UNIFIED SCHOOL DISTRICT

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Sinnott

DATE REQUEST SUBMITTED: 11-7-2017

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: 5th Grade: Calvello, Le, Loanzon, Carraballo, and Shieu

DATE OF FIELD TRIP: 1-11-2017

DATE OF RETURN: 1-11-2017

TIME OF DEPARTURE: 8:00 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3:00 PM

DESTINATION (include address): California Academy of Sciences; 55 Music Concourse Dr., San Francisco, CA 94118

DISTANCE FROM SCHOOL SITE (one way): 51 miles

TOTAL NUMBER OF PARTICIPANTS: 160 NUMBER OF STUDENTS: 132 NUMBER OF ADULTS: 28

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking

IF USING A CHARTERED BUS, IDENTIFY COMPANY: First Student

BUS INSURANCE VERIFIED BY ACCOUNT TECH III JT (initial) Ins. EXP 12/31/16

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: _____ (Principal's initial) _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): We are building background knowledge for future writing assignments.

COST ANALYSIS: Transportation Cost: \$ 1,930.2 Other Fees: \$ 1,240.20 Total Cost: \$ 3,170.40

HOW WILL THIS BE PAID? (3 busses) (\$310.05 x 4 =)

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	0	1110	1000	027002	019	0000

REQUISITION # 193163 (attached) or other explanation of how fees will be paid: students, PTA, etc. (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: [Signature] () Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) [Signature]

JT/11-17

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High DATE REQUEST SUBMITTED: 11-10-16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Science Olympiad

DATE OF FIELD TRIP: Saturday 1-21-17 DATE OF RETURN: 1-21-17

TIME OF DEPARTURE: 6am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 7pm

DESTINATION (include address): Tracy HS 315 E 11th St. Tracy CA 95376

DISTANCE FROM SCHOOL SITE (one way): 49.6 miles

TOTAL NUMBER OF PARTICIPANTS: 38 NUMBER OF STUDENTS: 35 NUMBER OF ADULTS: 3

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: _____ (Principal's initial) _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Competition

COST ANALYSIS: Transportation Cost: \$ 950 Other Fees: \$ 240 Total Cost: \$ 1190

HOW WILL THIS BE PAID? Letta F-10

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	00	1110	1000	010703	041	0000

REQUISITION # _____ (attached) or other explanation of how fees will be paid: _____ (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature] X-4060

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) [Signature]

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher

REVISED MAR 2012 bil

SHIP'D NOV 16 2016

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 11 22 16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Schle's Group / MHS Speech Debate

DATE OF FIELD TRIP: 2-3-17 DATE OF RETURN: 2-6-17

TIME OF DEPARTURE: 6 PM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 10 PM

DESTINATION (include address): UNLV 4505 S. Maryland + Hwy Las Vegas NV 89154

DISTANCE FROM SCHOOL SITE (one way): 530 miles

TOTAL NUMBER OF PARTICIPANTS: 15 NUMBER OF STUDENTS: 13 NUMBER OF ADULTS: 2

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Fairfield Inn Las Vegas Airport 3850 Paradise W 89119

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking
Air Air

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III _____ (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: _____

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: _____ (Principal's initial) _____ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Golden Desert Debate Tournament

COST ANALYSIS: Transportation Cost: \$ 3000 Other Fees: \$ Hotel 400 Sub 150 Total Cost: \$ 4050

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CTR	SCH	MGMT
<u>Sub</u>	<u>010</u>	<u>0000</u>	<u>0</u>	<u>1151</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>093400</u>		<u>0000</u>

REQUISITION # _____ (attached) or other explanation of how fees will be paid: Parents / ASB 230.490 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

SHIP'D NOV 29 2016

MILPITAS UNIFIED SCHOOL DISTRICT

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 11/29/16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate

DATE OF FIELD TRIP: February 4, 2017 DATE OF RETURN: February 6, 2017

TIME OF DEPARTURE: PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN:

DESTINATION (include address): 4505 S Maryland Pkwy, Las Vegas, NV, 89154 (UNLV)

DISTANCE FROM SCHOOL SITE (one way): 530 miles

TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: 2989 Paradise Road, Las Vegas, NV, 89109 (Springhill Suites)

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking Air

IF USING A CHARTERED BUS, IDENTIFY COMPANY:

BUS INSURANCE VERIFIED BY ACCOUNT TECH III (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS:

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: (Principal's initial) (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): The Milpitas Speech and Debate team will be competing at the Golden Desert Debate Tournament at UNLV

COST ANALYSIS: Transportation Cost: \$ Flight \$259 car rental \$91 Other Fees: \$ Hotel: 300 Reg: 220 Sub: 190 Total Cost: \$ 870 1,060

HOW WILL THIS BE PAID? Block Grant

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CCTR, SCH, MGMT. Values include 010, 0000, 0, 5807, 00, 110, 1000, 010703, 041, 0000.

REQUISITION # reimbursement (attached) or other explanation of how fees will be paid: Block Grant (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature] X-4018

PRINCIPAL'S SIGNATURE: () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts

Assistant Superintendent, Business Services signature (or designee):

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee)

SHIPPED DEC 5 - 2016

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 11/29/16
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate
DATE OF FIELD TRIP: February 11, 2017 DATE OF RETURN: February 13, 2017
TIME OF DEPARTURE: _____ PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 5 pm
DESTINATION (include address): 450 Serra Mall, Stanford, CA, 94305 (Stanford University)
DISTANCE FROM SCHOOL SITE (one way): 18 miles
TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: _____
MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking
IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III _____ (initial)
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Suzanne Marple
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: JT (Principal's initial) JT (Purchasing/Contracts initial) INS EXP 02/18/17

PURPOSE OF TRIP (Explain how trip relates to curriculum): The Milpitas Speech and Debate team will be competing at the 31st annual Stanford Invitational

COST ANALYSIS: Transportation Cost: \$ _____ Other Fees: \$ Reg 280 Total Cost: \$ 470.00
Sub - 190

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	<u>010</u>	<u>0000</u>	<u>0</u>	<u>5807</u> <u>1151</u>	<u>00</u>	<u>1110</u>	<u>1000</u>	<u>010703</u>	<u>041</u>	<u>0000</u>

REQUISITION # reimbursement (attached) or other explanation of how fees will be paid: Block Grant (i.e. ASB, PTA, students)
REQUESTOR'S SIGNATURE: Janie X-4018
PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____
Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.
() Board Approved () Board Denied Superintendent Signature (or designee) _____

SHIP'D DEC 5 - 2016

JT/12-01

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Spangler Elementary DATE REQUEST SUBMITTED: Nov 29, 2016

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Sappho Chow

DATE OF FIELD TRIP: February 13th, 2017 DATE OF RETURN: February 17th, 2017

TIME OF DEPARTURE: 9:00am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 1:30 pm

DESTINATION (include address): 9900 Pescadero Creek Rd. Loma Mar, Ca 94021

DISTANCE FROM SCHOOL SITE (one way): 45 miles (Exploring New Horizons)

TOTAL NUMBER OF PARTICIPANTS: 64 NUMBER OF STUDENTS: 60 NUMBER OF ADULTS: 4

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Cabins

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus X Walking

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Eastside School District

BUS INSURANCE VERIFIED BY ACCOUNT TECH III JT (initial) Inv. Exp 07/01/17 (Shared w/ Burnett)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).

It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: (Principal's initial) (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): This trip provides a hands-on, experimental approach to the science standards. It focuses on adventure, self-discovery, and environmental stewardship.

COST ANALYSIS: Transportation Cost: \$ 2,100 Other Fees: \$ 19,320 Total Cost: \$ 21,420 (\$322/student)

HOW WILL THIS BE PAID?

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CCTR, SCH, MGMT. Values: 010, 0, 0, 5807, 0, 110, 1000, 027002, 010, 0000

REQUISITION # 191077 (attached) or other explanation of how fees will be paid: PTA, students (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] () Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts

Assistant Superintendent, Business Services signature (or designee):

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee)

JT/12-05
OP-40 ✓

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 11/29/16
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate
DATE OF FIELD TRIP: February 18, 2017 DATE OF RETURN: February 20, 2017
(During Feb break)

TIME OF DEPARTURE: _____ PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: _____
DESTINATION (include address): 2222 Bancroft Way, Berkeley, CA, 94720 (University of California, Berkeley)

DISTANCE FROM SCHOOL SITE (one way): 41 miles
TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: 495 10th St, Oakland, CA, 94607 (The Washington Inn Hotel)

MODE OF TRANSPORTATION (check one): Chartered Bus Private Vehicles Public Bus District Bus Walking
IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III _____ (initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Suzanne Marple
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: _____ (Principal's initial) JT (Purchasing/Contracts initial) INS EXP 02/18/17

PURPOSE OF TRIP (Explain how trip relates to curriculum): The Milpitas Speech and Debate team will be competing at the 2017 Cal Invitational at UC Berkeley.

COST ANALYSIS: Transportation Cost: \$ _____ Other Fees: \$ Reg: 310 Hotel: 695 Total Cost: \$ 1005.00

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	5807	00	1110	1000	810703	041	0000

REQUISITION # Reimbursement (attached) or other explanation of how fees will be paid: Block Grant (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____ X-9018

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:
★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____
Assistant Superintendent, Business Services signature (or designee): _____
★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.
() Board Approved () Board Denied Superintendent Signature (or designee) _____